



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-12-36**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION** Guard

**OPENING DATE** Monday: December 31, 2012

**CLOSING DATE** Monday: January 14, 2013

**WORK HOURS** Full-time; 48 hour workweek

**GRADE/SALARY** FSN-3 7,529.00/USD

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Guard at the Regional Security Office (RSO).

**BASIC FUNCTION OF POSITION**

In the Local Guard Force (LGF) of the Regional Security Office, the incumbent performs protective uniformed security services to safeguard U.S. Government personnel and property. The incumbent also generates incident reports, utilizes security equipment, and participates in security/safety drills and defensive operations. The incumbent reports directly to a LGF Team Leader.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

**1. Education:**

Successful completion of Secondary School (the equivalent of US High School).

**2. Work Experience:**

Three years of progressive professional experience in the military, police, or another capacity that requires attention to detail in following procedures while being provided minimal supervision.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level III (Good Working knowledge)

Arabic: Level IV (Fluent)

#### **4. Skills and Abilities:**

- Ability to remain alert during shift for up to 12 hours;
- Ability to comprehend and apply use of force regulations;
- Ability to write concise reports and communicate clearly via phone, radio, and in person even during stressful situations;
- Ability to work as a member of a large team.

#### **SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

#### **TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:00 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRAApplications@state.gov](mailto:KhartoumHRAApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance. Or by hand to the US Embassy, Juba addressed c/o Faustino Jadri.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.